

From: Conley, Alanna

Required Attendees: Grandinetti, Cami; Zhen, Davis; MacIntyre, Mark; Koch, Kristine; Allen, Elizabeth; Christopher, Anne; Sheldrake, Sean; DeMaria, Eva; Fonseca, Silvina; Cora, Lori; Knudsen, Laura

Optional Attendees: Coffey, Scott; Robinson, Deborah; Ekstrom, Karen

Location: Seattle

Importance: Normal

Subject: Proposed plan public meeting overview

Start Date/Time: Mon 4/4/2016 8:00:00 PM

End Date/Time: Mon 4/4/2016 9:00:00 PM

[Portland Harbor DRAFT Public Meeting Design v03-31-16.docx](#)

[Portland Harbor DRAFT Overall Itinerary v3-31-16.docx](#)

Purpose: Alanna, Laura and Betsy Daniels (Triangle Contractor) will provide an overview of the proposed plan public meeting design. [Portland Harbor DRAFT Overall Itinerary v3-31-16.docx](#)
[Portland Harbor DRAFT Public Meeting Design v03-31-16.docx](#)

AGENDA

- Meeting dates, location, times (5min)
- General overview of meeting design (10min)
- Specific event schedule and rooms (20 min)

- Comment room (Public)
- Comment room (Private)
- Proposed plan presentation room
- Written comments / computer (Federal docket) room
- EPA vacation room
- Press room

- Roles & staffing assignments (15 min)

- Hearing officers (1/room)
- Proposed Plan presenters / Q&A
- Sign in tables
- Ushers
- Federal protective police
- Facilitators (contractors)
- Court reporters
- Note taker (contractor)
- Runners
- Translators (Laura)

- Public notice release dates (5 min)

- Press
- GovDelivery
- Website

- Other points to consider? (5 min)